



**STATE OF MONTANA
MONTANA DEPARTMENT OF TRANSPORTATION
JOB PROFILE**

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Update

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Formal Review

Date Submitted 9/20/10

SECTION I - Identification

Working Title: Aviation Support Officer

Department:

Job Code Number: 111916

Division & Bureau:

Aeronautics Division

Safety and Education Program

Job Code Title: Program Manager

Section & Unit:

Pay Band: 6

Work Address:

2360 Airport Road

Helena, MT 59602

Position Number:

04002

Phone:

444-2506

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FLSA Exempt

☒

FLSA Non-Exempt

☒

Non-Union

☐

MPEA

☐

Blue Collar

Profile Completed By:

Jeanne MacPherson

Work Phone:

406-444-9568

Work Unit Mission Statement or Functional Description:

This Safety and Education program is responsible for developing, fostering and promoting aviation safety and educational training programs for pilots and other aviation professionals throughout the state. The program is also responsible for registering and maintaining a database of all pilots and aircraft within the state in accordance with state statute. The program is directly responsible for the administration of aerial search and rescue efforts for missing aircraft and aircrews utilizing a vast volunteer network of pilots and observers within 14 districts in the state. The program coordinates other local, state and federal aerial search assets. The program provides ground and flight training for division pilots to ensure readiness of pilots for all division flight duties and assignments. The program provides educational and training opportunities for a variety of aviation professionals, K-12 students and educators.

Describe the Job's Overall Purpose:

Serves MDT Aeronautics Division as a program manager and ensures readiness for aerial search and rescue activities for missing aircraft and aircrews within the state by effectively administering, coordinating and providing training for a vast volunteer network of pilots and observers throughout the state; coordinates and administers all aviation ground and flight training for division pilots; develops and coordinates several diverse aviation education and aircrew safety programs and clinics statewide; manages the overall program budget including revenue and expenditure tracking; serves as a liaison between the Division and other local, state and federal organizations such as the Federal Aviation Administration, the National Transportation Safety Board and the Air Force Rescue Coordination Center and National Association for Search and Rescue; pilots a single-engine aircraft; serves as an on call search and rescue contact 24/7 approximately 7 times per year; supervises two FTE and serves at the direction of the division administrator in support of MDT Aeronautics Division mission statement, programs and goals.

SECTION II - Major Duties or Responsibilities

This section should be a clear concise statement of the position's major duties and the approximate percent of work time for each duty

% of Time

Project Planning and Program Management

60%

- A. Dire
cts, plans, and oversees MDT aviation programs and services to ensure overall quality, safety, efficiency, and consistency with state and federal standards and requirements:
 - a. Manages, trains and provides leadership for the air search & rescue program;
 - b. Maintains and develops associations with local, state and federal agencies, consultants, contractors and aviation industry representatives;
 - c. Coordinates with local, county, state, national and international agencies for greater utilization of trained and specialized resources;
 - d. Develops procedures to ensure that programs remain current with state, federal, national standards and industry guidelines;
 - e. Writes policies, long and short-term plans, objectives and management strategies for the program implementation;
 - f. Develops training programs and procedures and receives course approval and accreditation from appropriate authority;
 - g. Responsible for staying up-to-date with changing aeronautic/aviation technology and training. Identifies future trends and needs, reviews new technology and equipment for appropriateness, resource allocation and training
 - h. Conducts a variety of on-going program training throughout the state and serves as a technical expert;
 - i. Maintains project and program files with information and data regarding project mission to include communications, data and contracts. Updates and maintains memorandums of understandings as required;
 - j. Travels throughout the state by aircraft to complete training and other projects.
- B. Manages and directs the ongoing implementation of the Montana aircraft registration statute:
 - a. By monitoring and responding to interrelated issues involving aircraft owners, other agencies and parties;
 - b. Assists county attorneys in the state to ensure the statute is enforced as defined in law;
 - c. Manages pilot registration in accordance with state law.
- C. Manages all aspects of the mountain search pilot clinic;
 - a. Develops training and search techniques for the contract search pilots and instructs and flies with them to ensure compliance with division standards;

- b. Serves as chief flight instructor for the mountain search pilot clinic;
 - c. Develops both air and ground student curriculums;
 - d. Researches and evaluates the latest in aviation search technology to assure proper standards and procedures are being taught and utilized
 - e. Maintains compliance with standards and negotiates contract agreements.
- D. Manages the annual winter survival clinic; flight instructor refresher clinic; accredited aviation teacher workshop; aviation art contest and aviation career camp.
 - a. Develops course syllabus;
 - b. Writes RFP when appropriate to solicit interested contractors;
 - c. Writes contract agreements;
 - d. Ensures course accreditation compliance
- E. Manages obstruction evaluation program for the division:
 - a. Develops and oversees an effective program for collecting, reviewing and commenting on all applicable and possible hazards and obstructions impacting aviation in the state;
 - b. Develops close coordination and communication with various entities involved with obstructions, including appropriate FAA personnel, numerous state, county and local contacts and multiple public and private agency representatives who are involved in projects such as communication towers and other items that may have an impact on aviation and safety. Collects, comments on, organizes and disseminates appropriate information to all responsible and interested parties, public and private, in both electronic and hardcopy form;
 - c. Organizes all collected information for later reference as needed, efficiently, accurately and timely.
- F. Airport Directory
 - a. Develops and oversees production of the annual Montana airport directory, including collecting, storing and updating directory information to provide accurate information, coordination of graphics, printing, binding and ensuring timely delivery. This publication is used widely by pilots around the state and nation while conducting flight operations within the state and is critical to safety;
 - b. Ensures accurate and timely information is included as needed;
 - c. Develops overall directory style and layout for pleasing and effective communication of information within;
 - d. Develops and oversees any necessary RFPs, contracts, agreements for information collection, development, presentation or manipulation, printing, production and binding. Information used is collected commonly from airport inspections, industry texts, and other sources such as pilot and airport manager contacts and surveys to accurately portray airport layout, geometric data and navigational aid information;
 - e. Requests bid from suitable binders and awards binding contract;
 - f. Ships, receives and distributes completed directories both electronically and in hard copy as necessary.
- G. Aeronautical Chart
 - a. Develops and produces the Montana Aeronautical Chart every four years, includes updating chart information to provide accurate information, coordination of graphics, printing, binding and ensuring timely delivery. This chart is used widely by pilots around the state and nation while conducting flight operations within the state and is critical to safety;
 - b. Collects necessary data for informational side of chart and creates interesting and promotional information for reverse side. Information collected is commonly derived from industry texts, airport inspections, private airport records and other sources;

- c. Develops overall chart style and layout for pleasing and effective communication of information. Develops and advertises any necessary RFQs, contracts, agreements for the production of the chart;
- d. Ensures timely and accurate fiscal oversight of contract and chart development and production. Ships, receives and distributes completed charts as necessary, both electronic and hardcopy.

Operations

15%

- A. Program planning, operations:
 - a. Monitors and ensures compliance with established operational policies and procedures and achieves goals through weekly meetings, status reports and operation manuals;
 - b. Reviews project plans, timelines, and implements programs based on thorough discussions and research to include other MDT staff and administrator.
- B. Develops and establishes procedures to ensure that the program operations are efficient and effective in meeting the Department and Division performance goals.
- C. Monitors program budgets and budget projections.
 - a. Formulates, monitors and manages a budget sufficient to support the safety and education programs;
 - b. Provides information for the preparation of biennial budgets by developing recommendations for allocations by reviewing past funding practices, anticipated projects and expenditures, program goals and objectives and related expenses;
 - c. Develops both short and long term budget planning utilizing various budgeting tools such as the Budget Development Systems (BDS) and Executive Planning Process (EPP). Reviews goals and objectives for various projects and programs the position is responsible for, develops reasonable budget projections and cost estimates and utilizes the information gathered to assist division personnel in developing both long and short term budgets;
 - d. Monitors program income and expenditures to ensure allocations are shown as designated and tracks funding levels through review of fiscal reports and approval of expenditures. Works closely with the division financial contact to adjust, modify and verify current and ongoing budget issues.
 - e. Reviews and requests adjustments to monthly budget status reports and meets monthly with appropriate personnel to closely monitor budget.
 - f. Makes recommendations to change projects, programs or revenue sources (i.e. fees), based on budget and Department guidelines.
 - g. Responsible for planning, executing, and evaluating programs and clinics.
 - h. Monitors program expenditures to ensure that money is allocated as designated and tracks funding levels through review of fiscal reports and approval of expenditures.

Chief Flight Instructor and Pilot

15 %

- A. Oversees the Division's flight operations:
 - a. serves as MDT Aeronautics Division chief pilot;
 - b. evaluations and discusses piloting performance with pilots and division administrator;
 - c. makes recommendations for corrective action if flight ability does not meet standards;
 - d. Develops and conducts monthly pilot ground, flight training and standardization for the Division pilots;

- e. Conducts instrument proficiency checks and annual flight reviews of the appropriately rated Division pilots;
- f. remains current with federal aviation regulations, professional flight standards, Division requirements and new aviation methods and technologies;
- g. researches and evaluates the latest in aviation navigation technology to enhance safe flight operations.
- h. Ability to maintain a 3rd class medical and pass an annual flight review

Management

5 %

- A. Directly supervises two FTE and 300 search and rescue volunteers;
 - a. conducts meetings, disseminates information, and promotes information exchange for support and advancement of Department goals;
 - b. identifies staffing needs and recruits and hires employees. This involves ensuring compliance with State and federal employment and civil rights law throughout the hiring process, assigning personnel screening and selection committees, reviewing results and making final recommendations for hiring, and ensuring proper training and orientation of new employees;
 - c. evaluates and completes performance evaluations. Under guidance from Division Administrator and Human Resource Specialist, implements and monitors corrective actions including discipline. Enforces disciplinary policies to ensure consistency in application of disciplinary action;
 - d. ensures that staff and volunteers comply with State and departmental personnel rules, regulations, and policies. Resolve grievances at the lowest level whenever possible.

Other Duties

5 %

- A. Performs a variety of other projects and aviation related activities as assigned by the administrator and the director in support of MDT's mission and the division objectives
- B. Attends ongoing education, training and industry meetings
- C. Responsible for writing aviation articles, curriculum and letters.
- D. May serve as first responder for the Division.
- E. Responsible for on call search and rescue 24 hours a day for a full week, seven weeks per year.
- F. In the event of an actual air search position will orchestrate overall search efforts which may include search flying and travelling to the site of the search base.

The following duties and/or specific tasks listed under section II above are considered "essential functions" because they require specialized expertise and skill and are the primary reasons the job exists (they must be performed by this position with or without accommodations):

Project Planning and Program Management
Operations
Chief Flight Instructor and Pilot

Physical demands that are associated with essential functions:

- A. Requires physical labor associated with moving aircraft and operating a tug, physically fit to operate an aircraft in day and night conditions.
- B. Loading and unloading the aircraft.

- C. Moderate lifting up to 50 lbs.
- D. Airport work sessions; flying into mountain airstrips, hauling tools and supplies, and working on the airstrips in cooperation with other division personnel, the USFS and pilot organizations.
- E. Must be able to handle exposure to extreme weather conditions and be able to do the physical labor of each clinic.
- F. Actively participate in educational programs, such as building and sleeping in a snow shelter.
- G. Must have the ability to travel, this may be in one of the state airplanes.
- H. Requires the ability to pilot self in high performance, single engine aircraft in and out of remote, challenging, unpaved, primitive, high elevation airports in a diverse range of weather conditions. Requires the possession of and the ability to maintain an FAA commercial pilot certificate; instrument rating; flight instructor rating and third class medical. A minimum of 750 hours PIC is required. Requires the successful completion of periodic flight checks and flight training. or others

Mental demands that are associated with essential functions:

- A. Must be able to handle the mental stress associated with challenging flight assignments
- B. Ability to deal with stress during and aircraft search/accident.
- C. Must be able to communicate effectively with family members, friends and the media in the event of an aircraft accident
- D. Must be able to use diplomacy and tact in a variety of difficult situations.
- E. Must be able to effectively communicate with Division administrator when making critical decisions.
- F. May work long hours and weekends during an air search.
- G. Mental demands include; defining a problem, choosing a course of action, assessing risk and recognizing hazardous attitudes.
- H. Time management under pressure is critical to success with this position.

2. Does this position supervise others? ☒ Yes ☐ No

Number directly supervised: 2 FTE and 300 statewide volunteer pilots.

Position Number(s) of those supervised: 04019 and 04018

3. Attach an Organizational Chart.

SECTION III - Minimum Qualifications - List minimum requirements for the first day of work.

Critical knowledge and skills required for this position:

KNOWLEDGE:

Extensive knowledge of aviation, aeronautics and aviation regulation and Montana state law with regard to aviation. Knowledge of general aviation aircraft and operating considerations; flight principles associated with mountain environments and aviation weather; weight, balance and performance limitations of aircraft. Search and rescue management skills including strategy and tactics, using the correct application of resources and planning and management. Requires knowledge of contract administration; applicable State and Federal standards; technical and legal documentation standards; principles of negotiation and conflict management; and requires knowledge of program development, management, and budgeting methods. Supervisory responsibilities require knowledge of Department and State personnel procedures and policies, employment law, program requirements, and personnel management practices and techniques.

Knowledge of the aeronautical teaching process and methods for effective communication.
Knowledge of human behavior, human needs and defense mechanisms and barriers to communication.

SKILLS:

Expertise as a commercial and instrument Pilot. Experience and expertise as a flight instructor. Must be proficient in mountain flight, mountain weather decisions, air search grids, mountain navigation and mountain search strategies. The position requires skill in directing, negotiating, organizing, and coordinating staff and multiple volunteers on projects; experience and skill in public speaking and public presentations. Skills in planning and presenting aeronautical instructional activities both in ground and flight training. Skilled in the syllabus and content format of instruction. Requires strong communication skills, building and maintaining professional working relationships with internal personnel, other state, local and federal agencies, and the general public. Ability to appropriately use diplomacy and tact when necessary. Skills in comprehensive feedback, critique and evaluation are essential. Experience in using standard office software applications (e.g., word processing, database, etc.)

Behaviors required to perform these duties:

See MDT Core Behaviors

Education:

Check the one box indicating minimum education requirements for this position for a new employee the first day of work:

- | | |
|---|--|
| <input type="checkbox"/> No education required | <input type="checkbox"/> Related AAS/2-years college/vocational training |
| <input type="checkbox"/> High school diploma or equivalent | <input checked="" type="checkbox"/> Related Bachelor's Degree |
| <input type="checkbox"/> 1-year related college/voc. training | <input type="checkbox"/> Related Master's degree |

Please specify the acceptable fields of study:

Acceptable: Bachelor's degree in Aeronautical Science, Professional flight, business or education or field related and two years experience as a flight instructor or Chief pilot.

Other education, training, certification, or licensing required (specify):

Must possess the following:

Commercial Pilot Certificate, specifically: airplane single engine land.
Instrument Pilot Certificate.
Flight Instructor Certificate
750 hours PIC
Third class medical certificate

Experience:

Check the one box indicating minimum work-related experience requirements for this position for a new employee the first day of work:

- | | |
|---|--|
| <input type="checkbox"/> No prior experience required | <input type="checkbox"/> 3 years |
| <input type="checkbox"/> 1 year | <input type="checkbox"/> 4 years |
| <input checked="" type="checkbox"/> 2 years | <input type="checkbox"/> 5 or more years |

Other specific experience (optional):

Alternative Qualifications:

This agency will accept alternative methods of obtaining necessary qualifications.

☒ Yes ☐ No

Alternative qualifications include:

A combination of related education and experience may be substituted on a year for year basis.

SECTION IV – Other Important Job Information

- | | |
|--|---|
| <input type="checkbox"/> Fingerprint check | <input checked="" type="checkbox"/> Valid driver's license |
| <input checked="" type="checkbox"/> Background check | <input checked="" type="checkbox"/> Other |
| | 1. Commercial Pilot Certificate, specifically: airplane single engine land |
| | 2. Instrument Pilot Certificate |
| | 3. Flight Instructor Certificate |
| | 4. 750 hours pilot-in-command (PIC) |
| | 5. Third class medical certificate. |

SECTION V – Signatures

Signature indicates this statement is accurate and complete.

Employee:

Name: _____ Title: _____

Signature: _____ Date: _____

Immediate Supervisor:

Name: _____ Title: _____

Signature: _____ Date: _____

Bureau Chief:

Name: _____ Title: _____

Signature: _____ Date: _____

Division/District Administrator:

Name: Debbie Alke _____ Title: Administrator

Signature: _____ Date: _____

Department Designee:

Jennifer Jensen/Designee Chief Human Resources Officer
Human Resources Division

Signature: _____ Date: _____